

# EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL ISO-52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:		Emma		Date		DATE OF CLAIM: DD/MM/YY		ENTER DATE HERE		CLAIM REFERENCE:				
						COST CENTRE (TEAM NUMBER / NAME):		110 - GENERAL COUNSEL				overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)														
RECEIPT DATE/ TRIP START	TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE		CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	DD/MM/YY	00:00:00	WHY YOU TRAVELED	WHAT YOU PAID FOR		CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS		UK £	USE DROP DOWN LIST	CODE		
21/06/18	07:45:00	21/06/18	20:45:00	13.00	Speaking event London - 3rd Annual RegTech Summit Europe	Food	UK Subsistence & meals 26001	1	N/A	4.15	NO PROJECT - 0000	110-26001-0000		
						Food	UK Subsistence & meals 26001	2	N/A	2.50	NO PROJECT - 0000	110-26001-0000		
						Food/drink	UK Subsistence & meals 26001	3	N/A	5.64	NO PROJECT - 0000	110-26001-0000		
						Food drink	UK Subsistence & meals 26001	4	N/A	5.45	NO PROJECT - 0000	110-26001-0000		
						Food/drink (claiming £7.26 only for a total of £25.00 subsistance for 21/06)	UK Subsistence & meals 26001	5	N/A	7.26	NO PROJECT - 0000	110-26001-0000		
27/06/18	12:00:00	28/06/18	20:30:00	32.50	BIIDPA conference - Isle of Man	Taxi from office to Manchester Airport	UK Travel & Accommodation 26001	6	N/A	17.00	NO PROJECT - 0000	110-26001-0000		
						Food/drink	UK Subsistence & meals 26001	7	N/A	8.45	NO PROJECT - 0000	110-26001-0000		
						Hotel for one night on the Isle of Man.	UK Travel & Accommodation 26001	8	N/A	105.00	NO PROJECT - 0000	110-26001-0000		
02/07/18	06:30:00	02/07/18	18:45:00	12.25	DCMS Workshop	Taxi to Wilmslow train station	UK Travel & Accommodation 26001	9	N/A	5.00	NO PROJECT - 0000	110-26001-0000		
						Food /drink	UK Subsistence & meals 26001	10	N/A	3.80	NO PROJECT - 0000	110-26001-0000		
						Food/drink	UK Subsistence & meals 26001	11	N/A	3.59	NO PROJECT - 0000	110-26001-0000		
						Food/drink (claiming £7.61 only for a total of £15.00 subsistance for 02/07)	UK Subsistence & meals 26001	12	N/A	7.61	NO PROJECT - 0000	110-26001-0000		
Enter any notes relating to this claim here												Total miles	0	
												TOTAL EXPENSES INCURRED		175.45
												CASH ADVANCE RECEIVED		
												TOTAL CLAIMED/(REPAYED TO FINANCE)		<u>175.45</u>
ENTER APPROVERS NAME HERE		Once the errors in Cell ISO-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.										ERRORS	n/a n/a	ENTER APPROVERS NAME IN CELL A50 BEFORE SUBMITTING CLAIM

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NAME:		James		Dipple-Johnstone		DATE OF CLAIM: DD/MM/YY		16/07/18		CLAIM REFERENCE:		Dipp16-07-18	
				COST CENTRE (TEAM NUMBER / NAME):				SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below		FINANCE USE
DATE & TIME (FOR SUBSISTENCE CLAIMS)			REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED <small>CHOOSE CURRENCY</small>	PROJECT CODE			
RECEIPT DATE/ TRIP START	TRIP END	TOTAL TRIP											
DD/MM/YY	00:00:00	DD/MM/YY									00:00:00	HRS	
23/06/18	00:05:30	23/06/18	00:06:00	0.01	49th APPA Forum (and other side meetings), San Francisco, USA	Taxi (█████ to Manchester airport)	UK Travel & Accommodation 26001	1	N/A	39.00	NO PROJECT - 0000	SEL-26001-0000	
		29/06/18			49th APPA Forum (and other side meetings), San Francisco, USA	Taxi (Manchester airport to █████)	UK Travel & Accommodation 26001	2	N/A	33.00	NO PROJECT - 0000	SEL-26001-0000	
23/06/18		29/06/18	n/a		49th APPA Forum (and other side meetings), San Francisco, USA	Incidental o/n allowance (overseas)	Overseas overnight incidental allowance 2	N/A	N/A	60.00	NO PROJECT - 0000	SEL-26002-0000	
Enter any notes relating to this claim here										Total miles	0		

Claimant declaration:		James Dipple-Johnstone		TOTAL EXPENSES INCURRED		132.00	
				CASH ADVANCE RECEIVED			
				TOTAL CLAIMED/(REPAYED TO FINANCE)		<u><u>132.00</u></u>	

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove		Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.		ERRORS		n/a	
				SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM			
						n/a	

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**Enter any notes relating to this claim here**

Total miles

**Claimant declaration:**

James Dipple-Johnstone

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

<b>TOTAL EXPENSES INCURRED</b>	<b>21.90</b>
<b>CASH ADVANCE RECEIVED</b>	<b>50.00</b>
<b>TOTAL CLAIMED/(REPARED TO FINANCE)</b>	<b>-28.10</b>

Heather Dove

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**ERRORS** n/a  
SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM  
n/a

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**Enter any notes relating to this claim here:**

Total miles

**Claimant declaration:**

James Dipple-Johnstone

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**TOTAL EXPENSES INCURRED**

32.00

**CASH ADVANCE RECEIVED**

**TOTAL CLAIMED/(BEPAIRED TO FINANCE)**

Heather Dove

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**ERRORS** n/a  
SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM  
n/a